

Corporation Papers

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1. All still operators are expected to report for work 15 minutes ahead of the starting time, or at the plant in enough time to get informed by previous operator as to conditions, so that the previous operator can leave the job on time. (Unless he is required to stay and help.) Tanks and valves are to be checked immediately. Jumps can be avoided and must be. Operators must know what tanks are being filled. This is not to be taken for granted.
2. All materials dumped from stills are to be examined and if thin enough are to be pumped back from stills to be rerun. However, do not pump this back into the feed tank if it is too dirty, put it into other tanks to settle. Infact, don't pump any scrap or heavy stock into the feed tanks as the stills won't process junk and we all loose time and money. Go upstairs and look at what you are pumping. Too much good solvent is being shipped to Ross' dump.
3. All waters, bail outs, treat, or salt outs are to be expelled to the river.
4. All salt or caustic baskets are to be kept clean, if empty, removed if not used or only $\frac{1}{2}$ filled with caustic or calcium chloride, whichever is used.
5. All tanks are to be cleaned when empty, from sludge, not left for someone else to do, check speed of stills every hour and if too slow, bail down, or stop and pump clean. To check the speed of stills every hour means - measure the inches per hour.
6. All full scrap drums are to be removed from under tanks when full, and placed on pad outside.
7. Yard men help drivers get loaded and unloaded as needed, and keep hoses out of way of trucks so they won't run over them. Keep tools clean. Close valves when tanks are pumped out.
8. Drivers leave when loads are ready and park stop truck properly. The management reserves the right to designate what driver goes where. Also whoever uses the straight truck (the Chevrolet) see to it that it is not parked in a gear so as to run the battery down.
9. Coffee breaks as necessary, but not to exceed reasonable time limits. One man should be at the plant at all times.
10. Plant operations are in Jim Jacksons' charge, you are responsible to him, and he in turn is responsible to us. If beyond his control, we will settle all further disputes in the office.
11. Overtime at time and one half will be paid for required or requested hours over forty hours per week. Legal holidays will be paid to regular employees providing they have worked the day before and the day after such holiday. An employee must have worked for Obitts Chemical Co. for 90 days before being entitled to holiday pay.

2. Regular employees will receive vacation pay according to the following schedule:

After 1 year	--	1 week
After 3 years	--	2 weeks
After 10 years	--	3 weeks.

All constructive suggestions will be respected.
Everybody is expendable, us too.

The Management
Ruus Obitts

Donathy Dubena

After Mr. J. C. Little wrote
Letter of Resignation stating
his resignation his office and
Directorship of Ohio Chem. Co.
Date letter July 1, 1961

Aug. 23 - 1961
Pbk. \$100.00 - to Vandemark

Oct 1 - 1961

Lease

have
resign as of

July 1, 1961

resign office
- directorship of OCC

SHIFT SCHEDULE FOR 1967

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	M	T	W	T	F						
7-3 (a)	A	A	A	A	A	A	C	C	C	C	C	C	B	B	B	B	B	B	D	D	D	D	D	D	D	D	D	A	(b) X is day										
(b)		X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X		Relief Operator										
3-11	C	C	C	C	B	B	B	B	B	B	B	D	D	D	D	D	D	D	A	A	A	A	A	A	A	C	C	C	(a) Operators on days rotate days										
11-7	B	B	D	D	D	D	D	D	D	A	A	A	A	A	A	A	C	C	C	C	C	C	C	C	B	B	B	B	B	off by job numbers below.									
OFF	D	D	B	B	C	C	A	A	A	D	D	B	B	C	C	C	A	A	D	D	B	B	B	C	C	A	A	D											
	X						X	X						X	X						X	X						X	M	T	W	T	F						
																						1	2	3	4	5	6	7	4	5	1	2	3						
JANUARY	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					5	1	2	3	4						
FEBRUARY	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			1	2	3	4	5								
MARCH	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		2	3	4	5	1						
APRIL	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	3	4	5	1	2						
MAY	30																											4	5	1	2	3							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27											
	28	29	30	31																								5	1	2	3	4							
JUNE					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24											
	25	26	27	28	29	30																						1	2	3	4	5							
JULY							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22											
	23	24	25	26	27	28	29	30	31																			2	3	4	5	1							
AUGUST										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19											
	20	21	22	23	24	25	26	27	28	29	30	31																3	4	5	1	2							
SEPTEMBER													1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16											
	17	18	19	20	21	22	23	24	25	26	27	28	29	30														4	5	1	2	3							
OCTOBER															1	2	3	4	5	6	7	8	9	10	11	12	13	14											
	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											5	1	2	3	4							
NOVEMBER																		1	2	3	4	5	6	7	8	9	10	11											
	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									1	2	3	4	5							
DECEMBER																			1	2	3	4	5	6	7	8	9												
	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						2	3	4	5	1							
JANUARY - 1968																												1	2	3	4	5	6						

RULES AND REGULATIONS OF OBITTS CHEMICAL COMPANY

1. All still operators are expected to report for work 15 minutes ahead of the starting time, or at the plant in enough time to get informed by previous operator as to conditions, so that the previous operator can leave the job on time. (Unless he is required to stay, and help.) Tanks and valves are to be checked immediately. Jumps can be avoided and must be. Operators must know what tanks are being filled. This is not to be taken for granted.
2. All materials dumped from stills are to be examined and if thin enough are to be pumped back from stills to be rerun. However, do not pump this back into the feed tank if it is too dirty, put it into other tanks to settle. In fact, don't pump any scrap or heavy stock into the feed tanks as the stills won't process junk and we all loose time and money. Go upstairs and look at what you are pumping. Too much good solvent is being shipped to Ross's dump.
3. All waters, boil outs, treat, or salt outs are to be expelled to the river.
4. All salt or caustic baskets are to be kept clean, if empty, removed if not used or only 1/2 filled with caustic or calcium chloride, whichever is used.
5. All tanks are to be cleaned when empty, from sludge, not left for someone else to do, check speed of stills every hour and if too slow, boil down, or stop and dump clean. To check the speed of stills every hour means - measure the inches per hour.
6. All full scrap drums are to be removed from under tanks when full, and placed on pad outside.
7. Yard men help drivers get loaded and unloaded as needed, and keep hoses out of way of trucks so they won't be run over. Keep tools clean. Close valves when tanks are pumped out.
8. Drivers leave when loads are ready and park slop trunk properly. The management reserves the right to designate what driver goes where. Also whoever uses the straight truck (the Chevrolet) see to it that it is not parked in a gear so as to run the battery down.
9. Coffee breaks as necessary, but not to exceed reasonable time limits. One man should be at the plant at all times. *Jim Jackson*
10. Plant operations are in ~~Walter Gotes~~ charge, you are responsible to him, and he in turn is responsible to us. If beyond his control, we will settle all further disputes in the office.
11. Overtime at time and one half will be paid for required or requested hours over fourty hours per week. Legal holidays will be paid to regular employees providing they have worked the day ~~before~~ and the day after such holiday. An employee must have worked for Obitts Chemical Co. for 90 days before being entitled to holiday pay.
12. ~~All salaried employees are entitled to two weeks sick leave per year but they must be ill in order to take the time off. Absenteeism other than illness is deductible from wages.~~

All constructive suggestions will be respected. - Everybody is expendable, us too.

The Management

Russ Obitts

Dorothy Dubena
Dorothy Dubena

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9. Coffee breaks as necessary, but not to exceed reasonable time limits. One man should be at the plant at all times.
10. Plant operations are in Walter Coates charge, you are responsible to him, and he in turn is responsible to us. If beyond his control, we will settle all further disputes in the office.
11. Overtime at time and one half will be paid for required or requested hours over forty hours per week. Legal holidays will be paid to regular employees providing they have worked the day before and the day after such holiday. An employee must have worked for Obitts Chemical Co. for 90 days before being entitled to holiday pay.
12. All salaried employees are entitled to two weeks sick leave per year but they must be ill in order to take the time off. Absenteeism other than illness is deductible from wages.

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Russ Obitts

Donothy Dubena

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11 constructive suggestions will be respected. - everybody is expendable, as too.

The Conclusion

USF bite

oath taken

~~Joseph E. Cirigliano~~
~~Attorney at Law~~
~~316 Elyria Savings & Trust Bldg.~~
~~Elyria, Ohio~~

Fairfax 2 8425

January 2, 1958

Lorain Office
102 Gould Block
606 Broadway
Phone Cherry 4 1389

The Obitts Chemical Company
134 Abbe Road
Elyria, Ohio

Professional services ----- \$ 45.00

Re: preparation of papers re lost stock certificates
preparation of minutes of special meeting of shareholders
preparation of minutes of special meeting of board of directors
preparation of waiver of notice of special meeting of board of
directors.

Thank you

100.00	Feed
70.00	Acids
65.00	"
45.00	Chair
300.00	Traps
300.00	add insect
25.00	Chair
250.00	Lat per
50.00	Medical
4000.00	Factor
2000.00	"
4000.00	Handed
4000.00	Land
2500.00	Building
2500.00	Vehicle
500.00	Pump & -
500.00	Waste tank
3,000.00	Tank from
500.00	Primary tank
	Free pressure
	Acids
- 6,000.00	Atolls
400.00	Quarantine tank
	of my tank

5000.00	Privatizing
400.00	Group in
	branches
200.00	Quarant -
1000.00	At. to
1000.00	Quarant
<u>38,205.00</u>	


July 1, 1961

The Obitta Chemical Company
1314 South Abbe Road
Elyria, Ohio

Gentlemen:

This is to inform you, I resign my office and director-
ship of The Obitta Chemical Company.
It has been a pleasure to work with you, but I feel I
have reached an age of retirement.

Very truly yours,


L. A. Obitta